

E8 HUMAN RESOURCE MANAGEMENT SYSTEM

Human Resource Management System will assist your HR Manager in managing the most vital resource of your company – HUMAN RESOURCE. The system maintains a comprehensive database to assist in manpower planning, performance appraisal, promotion, salary administration, selecting staff for training and specific tasks, etc...

- Maintain comprehensive personal data of each employee with a diary.
- Provide filter facility for record searching.
- Utilizes on-line code search facility in all entry programs.
- Maintain full details of employees' past employment information including the industrial type to determine employees' scope of experience.
- Maintain job movement/ career progression details with salary history for career development analysis to assist appraisal grading.
- Maintain a comprehensive skill inventory database.
- Comprehensive training module for training needs analyses, training road maps for individual staff, job title or manpower groups.
- Provide facility to record training details of employee to facilitate staff selection for a specific task that requires certain skills or staff pre-requisites.
- Ability to assist in the management of Skills Development Fund based on the training details records.
- Maintain a detail suggestion module for staff contribution and award.
- Handles user-definable occurrence type records to ensure dynamic growth of the Human Resource database. Examples of such occurrence records are:
 - Medical History records.
 - Awards/Achievement records.
 - Disciplinary records, etc...
- Maintain up to a virtually unlimited memo fields to be attached to each occurrence record for detail text entry.
- Provides a flexible appraisal module that handles.
 - User-definable appraisal criteria.
 - User-definable group of appraisal with appraisal criteria required.
 - Handles multiple groups of appraisal to meet the various needs.

- Numeric appraisal rating for each criterion allows computation of total aggregate to derive the final grading.
- Option to integrate with Payroll System for incentive and bonus computation.
- Ability to capture resignation reasons in code form for turnover analysis to assist management in formulating schemes to cut down on staff turnover.
- Provide facility for manpower planning using manpower planning group or title group that show projected staff strength against the monthly actual manpower count maintained automatically by the system.
- Provide facility for recruitment exercise.
- Provide education, family, and project under taken detail for the staff.
- Able to monitor and control personal issued items.
- Strict security access to be maintained by the system administrator to provide authorized access to various program features.
- Control facility that allows user access to information of proper security level.
- Present organization chart in window explorer style with option for photo display, user can access staff record via the organization chart.
- Hyper link any documents related to the staff record for an effective electronic filing system.
- Integrated with the Payroll system and General Ledger System.
- Claim module integrate with Payroll System allows accurate monitoring of staff claim and reimbursement.
- User defined query feature allow user to retrieve information maintained in the database.
- Provide database connection to all ODBC compliant tools e.g.: Excel, Crystal Report writer.
- To view the complete information of a selected employee in one enquiry feature.
- Option to interface with third party statistical analysis system for statistical analysis.
- Optional Integrated Leave Management System, Time Management System and Payroll System, and
- Optional Jade Report Writer to facilitate any ad-hoc enquiry.
- Able to enhance and customize the system to meet the needs of your business.

EMPLOYEE SELF SERVICE PROTAL (E2S)

This module allows employees to interact with the company through the Internet and LAN connection. This module will improve the productivity and efficiency of the HR Department. It also improves the transparency of the human resource management policy. Thus, enhance the staff royalty to the company and job satisfaction. The functionality and features of this system are:

- User Log-On security is implemented strictly.
- An employee can inquire about her/his own personnel details record.
- The employee herself/himself can update changes of personnel and family details
- Leave Application and Inquiry
- Pay slip Inquiry
- Payroll History Inquiry and IR8A Detail Inquiry
- Expenses claims and reimbursement can be transacted here
- As part of this employee interaction, employee can request for training and contribute their suggestions.

E8 PAYROLL

This module will assist you in managing payroll with timely and accurate reports for statutory and management requirements. It uses parameter driven variables where user defines the various formula options, rate tables and allowance & deduction codes to ensure full flexibility in the payroll computation needs.

- Allow for fortnightly and monthly pay cycles.
- User defined working day type for respective employee.
- Validates NRIC number and option to use as staff ID for Singapore citizen.
- User defined formula for no pay leave computation to be based on month working days or year working days.
- Maintain 3 user-defined overtime rates.
- Optional Batch Entry Module for data entry by payroll item.
- Choice of unlimited user-defined allowances and deductions, with their accountability for CPF, Tax returns and CPF ceiling.
- Set frequencies for processing regular allowances and deductions.
- Allow allowances and deduction item to be input in advance.
- Regular deductions are deducted on each payroll run and balance is updated automatically.
- Time sheet entry for daily and hourly rated staff and generate cheque payment if required.
- Opening Balance feature for initial system setup.
- User-defined CPF, SDF, FWL, SINDA, ECF, MBmF and CDAC rates to handle changing payroll rules.
- Ability to compute Foreign Worker Levy for staffs that are not on the payroll.
- Option to handling of S\$100,000 limit to CPF contribution for additional wages with year-end CPF shortfall/refund facility.
- Festival advance pay facility.
- Flexible bonus system paid together with normal pay periods or separate bonus computation. Pro-rata bonus computation available.

- Support monthly variable component.
- Maintain multiple banks and generate data file format for submission to major local banks.
- Option for bank allotment facility to meet staff's salary credit requirement.
- Termination/Leaving employee listing showing final leave pay and outstanding deductions balances e.g. loan.
- Standard listings including CPF statement, Form E, IR8A with diskette or online submission for CPF & IR8A.
- Able to split the gross salary and capture additional non-payroll payment into the respective columns of the IR8A form for tax purposes.
- Payroll summary reports by Company, Department and Section, cost center and category.
- Able to perform cost allocation.
- Maintains 2 user-defined codes so you can customize your summary reports for payroll analysis.
- Option for pay slip to be delivered via email.
- Mandatory printing of clear and concise audit trails of payroll transactions.
- Deduction and Allowance Listing.
- Complete range of personnel reports including Departmental Listings, Education Statistic, Review Reports, Leave Reports, etc...
- Store year-to-date amounts of each allowance and deduction items for each employee.
- Store a rolling monthly pay history detail of up to 99 months subjected to availability of disk storage.
- Generate monthly employee turnover report.
- Generate monthly payroll control listing for reconciliation and control.
- Option to operate payroll at different payroll groups and combined the payroll for overall company's reporting.
- Comprehensive payroll statistic by department and payroll item.

- Other integrated modules are E8 Time Management System, Leave Management System and the Human Resource Management System and General Ledger System.
- Provide database connection to all ODBC compliant tools e.g.: Excel, Crystal report writer.

E8 LEAVE MANAGEMENT SYSTEM

This module will replace the manual feature in leave recording and the tedious process in leave entitlement calculation. It also provides data input to E8 Human resource Management System, E8 Payroll System and E8 Time Management System for processing. Furthermore, it improves the accuracy for leave recording as well as providing the management with timely reports on leave record and status.

- Able to integrate with E8 Payroll System, E8 Human Resource Management System and E8 Time Management System.
- Handles monthly or yearly leave crediting method.
- Users defined leave code and leave parameter e.g.. Annual leave entitlement by year of service, annual leave brought forward policy and advance leave control.
- Monitor claims allowed by leave code to have a good control over the claims or allowances allocated.
- User defined calendar to determine Saturday, Sunday and Public Holidays for easy computation of leave days.
- Allow user to define leave taken by hours or by half day.
- Generate leave application form with running number for recording control.
- Transaction log for any leave transactions created or changed.
- Provide good audit trail through detailed transactions listing.
- Provide management report on:
 - Leave balance by employee or by department.
 - Leave schedule print for confirmed leave and planned leave by department.
 - Leave forfeit report.
 - Leave information for specified codes and dates.
 - Outstanding leave report, which serve as a reminder for staff to clear their leave.
- Comprehensive online enquiry provides complete and up to date leave information.
- Generate Block leave Report – Planned or fulfilled leave
- Ability to re-compute pro-rata leave entitlement and subsequently finalise the leave balance for resigned employees.
- Able to capture staff leave schedule for leave plan and convert to actual leave consumption. This will improve the resource allocation planning and recording efficiency.

- Provide database connection to all ODBC complaint tools e.g.: Excel, Crystal report writer.

E8 TIME MANAGEMENT SYSTEM

This module ensures full flexibility in processing time clock data. It uses parameter driven variables for the calculation of the daily working hours information for payroll computation, It has the capability to consolidate the daily working hours data which will eliminate the month-end rush for payroll processing. Hence it will replace the manual feature of time card preparation and the tedious calculation process. It provides the Management with timely reports on attendance, absentee and overtime statistics.

- Ability to work as a 'stand-alone' module with a separate employee master.
- Facility to import employee information from the E8 Payroll System or Human Resource Management System.
- Interface with most time clock system to import clocking data directly.
- Handles user defined number of pairs of In and Out clocking data to cater for multiple staff movement during a particular day.
- Ability to define a Start and End time buffer to determine the minimum overtime hours worked to be eligible for overtime calculation.
- Able to compute shift allowance and attendance incentive.
- Optional routine to generate bar coded labels for staff card.
- Allows New or Part-time employee to use temporary staff card with feature to link to the Employee ID for clocking data processing.
- Provides a flexible shift master to define the following criteria for each working day including Saturday, Sunday and Public Holiday:
 - Official working hours
 - Break-time for identification of lunch periods.
 - Ability to classify overtime hours into 3-overtime rate using user defined cut-off time for each overtime period.
 - Ability to handle clock-out on the next day using overnight shift indicator.

- User defined shift plan to meet your business operation needs.
- Maintains a temporary shift plan by employee to handle swapping of shifts for any particular day without disrupting their normal shift.
- Ability to change shift plan globally for all employees to handle shift rotation.
- Maintains a calendar file by shift plan to determine the holiday and off day of each shift.
- Maintains leave transactions to determine a non-clocking day such as a paid leave or an absent day if the system is implemented without Leave Management system.
- Ability to integrate the leave transactions from the Leave Management System.
- Quickly process time clocking data to compute the overtime, lateness and absent days using the various parameter settings.
- Generates time clocking data error report to highlight those employees with inaccurate clocking information.
- A controlled feature to edit the various computed working hours information to cater for exceptional cases not handled by the parameter settings.
- Ability to integrate the accumulated overtime hours and number of absent days for a pay period into E8 Payroll System for payroll calculation and
- Provide timely management reports for daily and monthly abhor reporting on:
 - Overtime hours worked by the employee to monitor manpower requirements.
 - Lateness report to monitor employees' punctuality.
 - Absentee report showing employees' absence without authorisation for disciplinary action.
 - Under time report for employees who worked less than the required hours during the official working time with corresponding indication of any overtime worked for that day.
 - A time report showing the combined time data information for management overview.
- Optional module allow system base on clocking time to determine the shift work by the staff.
- Optional to interface with timesheet entry module.